

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1182

TITLE: DIRECTOR, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

GRADE: E-13

DEFINITION:

Under the administrative direction of the County Executive via the Deputy County Executive, plans, organizes, and directs the activities of the Department of Public Works and Environmental Services, which is comprised of six business areas: Stormwater, Wastewater, Solid Waste, Capital Facilities, Land Development Services, and Facilities Management; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Director, Department of Public Works and Environmental Services differs from the Deputy Director, Department of Public Works and Environmental Services in that the Director serves as the Chief Administrative Officer of the department, whereas the Deputy Director serves as the Chief Operating Officer, is responsible for the daily operational activities of the department, and serves as the department's Contract Officer.

TYPICAL TASKS:

Oversees development of business strategies which further the strategic objectives of DPWES and link with those of the County;
Determines departmental policies and procedures within County policy;
Oversees changes in organizational systems, structure, and processes, which improve intra-agency collaboration and interface with the County;
Represents DPWES with the Board of Supervisors, County Executive, Deputy County Executive, other agencies/departments, and other external entities;
Monitors overall department performance against performance targets established by the County Executive;
Guides and directs DPWES business teams, ensuring the teams' business direction links effectively with that of the Department and County;
Assesses performance of Deputy Director and division directors, and provides feedback and suggestions for improvement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory and practice of public works, environmental services, and public administration;
Knowledge of the development process;
Knowledge of County budget processes and principles of fiscal management;
Knowledge of state and County laws and regulations that pertain to public works and environmental services, as well as emergency management;
Ability to plan, design, organize, lead, and administer a large, diversified department;
Ability to effectively manage, develop, and motivate subordinates;

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Ability to develop effective working relationships with DPWES staff and division management, County leadership, other County agencies and departments, other governmental entities, and the public;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in engineering, urban and regional planning, business administration, public administration, or a related field;

PLUS

Nine years of progressively responsible public works and/or environmental services management experience, five years of which must have been in a management or supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

RETITLED/REVISED: March 5, 2004